

**South Valley Preparatory School
Governing Council Meeting **MINUTES****

January 31, 2019~ 5:00 pm

South Valley Preparatory School Campus

2551 Karsten Court SE, Albuquerque, NM 87102 Conference Room

Type of meeting: Monthly

Chair: Bernadette Frietze

- Invited to Attend:**
1. Bernadette Frietze - **Present**
 2. Monica Aguilar - **Present**
 3. Jess Wiltamuth - **Absent**
 4. Michaela Trujillo – **Present**
 5. Bill Reed - **Present**
 6. Charlotte Trujillo – **Present (non-voting)**
 7. Alfred Martinez - **Present (non-voting)**

Scheduled Guest(s): Jamie Munsey

Scheduled Absence: Jess Wiltamuth

----- **Agenda** -----

1. Call to Order, Roll Call (Quorum?/? voting members).. Chair. **BFrietze calls the meeting to order at 5:05. 4 out of 5 members present. JWiltamuth absent. Quorum.**
2. Welcome and Introductions..... Chair - **All members introduce themselves as 2 parents have signed in for public comment. Public guests Nicole Gutierrez and Eddie Kenton Sr.**
3. Approval of Agenda **ACTION ITEM***..... All – **BFrietze presents the agenda for action. Calls for questions, corrections, etc. AMartinez notes that there are no BARS for approval. BFrietze asks for a motion to approve the agenda with Action Item 6b. BARS to be removed. BReed motions to approve the agenda with Action Item 6b. BARS removed. MAguilar 2nds. Motion carries 4-0.**
4. Approval of Previous Meeting Minutes **ACTION ITEM*** All **BFrietze presents the previous meeting minutes for action. Calls for questions, corrections, etc. Hearing none, BFrietze asks for a motion to approve the minutes from the 11.29.18 meeting noting that there was no GC meeting in December 2018. MTrujillo motions to approve the minutes from the 11.29.18 meeting. BReed 2nds. Motion carries 4-0.**
5. Open Public CommentOpen – **See attached statement read by Nicole Gutierrez**
6. Action Items.....
 - a. Financial Reports*.....Alfred – **AMartinez presents the budget summary for finances. AMartinez notes that the Finance Committee reviewed all Journal Entries, Budget summary, Budget vs Actuals chart, Balabnce sheet, Bank reconciliation for period ending 12/31/18. Budget summary and budget vs. actual presented to GC. BFrietze asks for questions, concerns. Hearing none, BFrietze call for a motion to approve the Financial reports for period ending 12/31/18. MAguilar motions to approve financial reports. BReed 2nds. Motion pases 4-0.**
 - ~~b. BARS*Alfred~~
 - c. Enrollment Cap Increase Amendment*Charlotte – **CTrujillo presents the enrollment cap increase amendment request to be submitted to the**

Public Education Committee. CTrujillo reiterates the legislative actions that are moving to cut the small school size adjustment to small charter schools. CTrujillo discusses the increase will actually decrease the number of students in the homerooms to 23 (from 26 or 27) and no construction will be needed for the first year. BFrietze calls for questions, clarifications, concerns. Hearing none, BFrietze calls for a motion to approve the Enrollment Cap Increase amendment request. BReed motions to approve, MAguilar 2nds. Motion passes 4-0

- d. Executive Session*.....Chair – MTrujillo makes motion to enter into executive session at 6:15. BReed 2nds. Motion carries 4-0 to enter into executive session @ 6:15 p.m. BReed motions to leave executive session at 6:37 p.m. MAguilar 2nds. Motion carries 4-0. SVP GC returns to regular session at 6:37 p.m.
- 7. Executive Director Report.....Charlotte
 - a. Facility Update - CTrujillo notes that herself, AMartinez, Consultant Richard Vigiliano and Sue Fox are working on info needed to acquire the lot from Duran Family Trust. In addition, all are working towards next steps after SVP makes the final payment on the building.
 - b. Non-profit update - none at this time
 - c. GC Training requirements – all GC members need to meet the 10 hour of training. No changes as of yet with new leadership
- 8. Announcements/Set Next Meeting..... Chair – BFrietze sets next meeting on Thursday, Feb 28, 2019 @ 5:00.
- 9. Adjourn..... Chair – Meeting adjourned at 6:52.

---- Statement of Non Discrimination ----

South Valley Preparatory School does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Persons requiring special accommodations should contact the administrative office at 222-5642 at least 24 hours prior to the meeting.

---- Additional Information ----

Regular monthly meetings @ 5:00 on the 4th Thursday of every month on the SVP Campus unless advertised otherwise.

Finance Committee – Bernadette Frietze, Monica Aguilar, Charlotte Trujillo, Alfred Martinez, Andrew Cavalier, Norm Colter

Facilities Committee – Bill Reed

Policy Committee – Jess Wiltamuth, Michaela Trujillo,

Audit Committee – Bernadette Frietze, Monica Aguilar, Andrew Cavalier, Charlotte Trujillo, Alfred Martinez , Norm Colter